

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

I certify that this instrument
is registered or filed in the
Sunbury
County Registry Office,
New Brunswick

J'atteste que cet instrument est
enregistré ou déposé au bureau
de l'enregistrement du comté de
Sunbury
Nouveau-Brunswick

BE IT ENACTED By the Mayor and
Councillors of the Town of Oromocto,
under the authority vested in it by
Section 62 of the Community Planning
Act, as follows:

2019-05-02 15:23:11 38991551
date/date time/heure number/numéro

1. SCOPE

C. Sureau
Registrar-Conservateur

- (1) The purpose of this by-law is:
 - a) to prescribe standards for the building, locating or relocating, demolishing, altering, structurally altering, repairing or replacing, or any combination of the *work*, of a *building* or *structure*;
 - b) to prohibit the undertaking or continuing of any *work* in violation of standards prescribed by this by-law; and
 - c) to prescribe a system of *permits* for the *work*, their terms and conditions, the conditions under which they may be issued, suspended, reinstated, revoked and renewed, their form and the fees for the *permits*.
- (2) This by-law applies to any *building* or any part thereof that has been affected in any manner in whole or in part by a change in occupancy or use.

2. INTERPRETATION

Other By-laws, *Permits* & Licenses

- (1) Nothing in this by-law shall relieve any *person* from the obligation to comply with the requirements of any by-law of the *Town* of Oromocto from time to time, or the obligation to obtain any license, *permit*, authority or approval required under any by-law of the *Town* of Oromocto.

Calculation of Numerical Requirements

- (2) All numerical requirements in this by-law are provided in metric units of measurement. Imperial units of measurement, where provided, are for user convenience only. Where a discrepancy between metric and imperial measurements occurs, the metric measurement shall prevail.

3. DEFINITIONS

- (1) In this by-law, any word that is italicized is defined and shall be interpreted as follows:

"**Building**" means any *structure* used or intended for supporting or sheltering any use or occupancy.

"**Building Inspector**" means the *person* designated by *Town* of Oromocto Council, or his/her designate(s), to enforce this by-law.

"**Code**" means the latest edition of the National Building of Canada as adopted by the Province of New Brunswick and all amendments thereto.

"**Change of Occupancy**" means a change of ownership or tenancy of a *building* or part of a *building* for which it was originally categorized, even if there is no construction or alteration anticipated. This also includes changes from one occupancy classification to another under the *Code*.

"**Development Permit**" means a *permit* issued pursuant to this by-law that pertains primarily to land-use requirements. Work permitted under a development permit is not subject to *Code* inspections.

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

“Director” means the Director of the Planning & Compliance Department.

“Electrical Waiver” means a document that authorizes a licenced electrical contractor to perform *work* without obtaining a building or development *permit* as required under the Electrical Installation & Inspection Act.

“Land Surveyor” means a member in good standing with the association of New Brunswick Land Surveyors authorized under the New Brunswick Land Surveyors Act to practise land surveying in the Province of New Brunswick.

“Designer” means a member in good standing with the association of *Professional Engineers* or Architects licensed to practice in the Province of New Brunswick.

“Permit” means any *permit* issued pursuant to this by-law.

“Person” includes an individual, association, firm, partnership, corporation, trust, incorporated company, organization, trustee, or agent, and the heirs, executors, or other legal representatives of a *person* to whom the context can apply according to law.

“Phased Building Permit” means a *permit* pertaining to *work* for a portion of a *building* or *structure*. (A common example is a *permit* being issued for a foundation while the rest of the *building* is still in plan review.)

“Professional Engineer” means a member in good standing with the Association of *Professional Engineers* and Geoscientists of New Brunswick and licensed to practice engineering in the Province of New Brunswick.

“Public Works” means the construction of utility lines and water & sewer piping within an easement or street right-of-way. This includes transformers, switchers, hydrants, manholes and pumps that form part of the municipal system.

“Sign” means any display of advertisement, placard, billboard or other form or means or device whatsoever of public notice or announcement whether erected, placed or painted.

“Structure” means any assembly constructed or erected that is fixed to or supported by the soil or by any other *building* or *structure*.

“Town” means the Town of Oromocto.

“Work” means the building, locating, relocating, demolishing, altering, structurally altering, repairing or replacing, *change of occupancy* or any combination of the *work*, of a *building* or *structure*.

4. ADOPTION OF CODE

- (1) The latest edition of the National Building *Code* of Canada, as adopted by the Province of New Brunswick including any amendments thereto, is hereby adopted as the minimum standard for all *work* undertaken in the *Town*.
- (2) The *Town* shall keep one copy of the adopted *Code* available for public use, inspection and examination during regular business hours.
- (3) The *Town* of Oromocto hereby adopts, pursuant to Section 62 of the Community Planning Act, the Barrier-Free Design Building *Code* Regulation, being Regulation 2011-61 under the Community Planning Act.

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

5. PROHIBITION OF WORK

(1) A *person* shall not undertake or continue any *work* unless:

- a) the *work* conforms with the *Code*;
- b) the *work* conforms with this by-law; and
- c) a valid building *permit*, *development permit* or *phased building permit* for such *work* has been issued pursuant to the by-law.

(2) No person shall demolish or cause the demolition of a *building* or *structure* within the *Town* without a demolition *permit* issued pursuant to the by-law.

6. EXEMPTIONS

(1) Notwithstanding section 9, a *person* shall be exempted from obtaining a building or *development permit* when the proposed *work* is of the following nature:

- a) non-structural repairs and maintenance *work* valued at \$6000 or less that is deemed not to have any health and life safety implications by the *Building Inspector*;
- b) maintenance of heating equipment, ventilation or electrical equipment in all *buildings* provided that such maintenance does not affect a fire separation or fire dampers;
- c) recreational *structures* such as play equipment;
- d) flag poles, clothesline, power and communications poles;
- e) retaining walls less than 1.2 m (4 ft) in height from the top of the wall to the lowest adjacent surface;
- f) *signs* exempted by the *Town's* zoning by-law;
- g) *public works*;
- h) painting;
- i) replacement of floor covering;
- j) changing interior doors, provided they are of the same type, location and size;
- k) replacing exterior floor decking where such repairs are the same type and configuration as that being repaired;
- l) plaster and drywall repairs;
- m) wallpaper installation;
- n) electrical maintenance;
- o) masonry repointing;
- p) installation of gutters or downspouts;
- q) installation of storm doors and shutters;
- r) refacing or replacing kitchen cabinets;
- s) repairing or reinstalling cosmetic interior trim; or
- t) an *electrical waiver* has been issued pursuant to Section 7 herein.

7. ELECTRICAL WAIVER

(1) Notwithstanding section 6, an *electrical waiver* may be issued in place of a building *permit* when the *work* is solely of an electrical nature, and:

- a) is not part of a fire alarm or life safety system;
- b) does not impact any structural aspect of the *building*;
- c) does not impact any fire walls, fire separations, or fire rated materials/assemblies by penetrations or otherwise; and
- d) does not involve a *change of occupancy* as defined in this by-law.

8. BUILDING PERMIT APPLICATION

(1) A *person* seeking to obtain a building *permit* shall submit the appropriate application form(s) prescribed by the *Town* completed in full.

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

(2) Every building *permit* application shall:

- a) identify and describe in detail the proposed *work* use and occupancy of the lands, *buildings*, and *structures* to be included in the *permit* for which the application is made;
- b) identify and describe in detail the existing uses and the proposed uses for lands, *buildings*, and *structures* included in the *permit* for which the application is made;
- c) include the legal description, the municipal address, and where appropriate, the unit number of the land, *buildings*, or *structures* included in the *permit* for which the application is made;
- d) be accompanied by 2 sets of plans and specifications as set out under Section 13 unless otherwise specified by the *Building Inspector*;
- e) be accompanied by the required fees and deposits as calculated in accordance with Schedule "A" to this by-law;
- f) state the name, address, and telephone number of the owner and where the owner is not the applicant, and where applicable; of the architect, engineer or other *designer* and of the constructor/builder or *person* hired to carry out the construction or demolition as the case may be;
- g) where applicable, be accompanied by a signed acknowledgement of the owner, on the required form that an architect or *professional engineer* or both have been retained to carry out the general review of the construction of the *building*;
- h) where applicable, be accompanied by a signed statement of the architect or *professional engineer*, or both, on the required form undertaking to provide general review of the construction of the *building*;
- i) all other information required by the *Building Inspector*; and
- j) be signed by the owner or their representative, which will be deemed to have given consent under section 133 of the Community Planning Act and to certify as to the truth of the contents of the application.

(3) Where an application for a building *permit* remains incomplete or inactive for six (6) months, the application may be deemed by the *Building Inspector* to have been abandoned and notice of cancellation shall be given to the applicant and the owner.

9. PHASED BUILDING PERMIT

(1) In addition to the requirements of Section 8 every *phased building permit* application for part of a *building* except for a water & sewer approval shall:

- a) include an application for the scope of *work* of the entire project;
- b) include plans and specifications covering the part of the *work* for which a *permit* application has been submitted together with such information pertaining to the remainder of the *work* as may be required by the *Building Inspector*; and
- c) be accompanied by the required fee for the entire project and the required administrative fee for the *phased building permit* as calculated in accordance with this by-law.

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

10. CHANGE OF OCCUPANCY

- (1) In addition to the requirements to in Section 8, every *change of occupancy permit* application shall:
- a) describe the *building* or *structure*, or part thereof, in which the occupancy is to be changed; and
 - b) include plans and specifications which show the current and proposed occupancy of all parts of the *building* and which contain sufficient information to establish compliance with the requirements of the *Code* including floor plans, details of wall floor and roof assemblies, identifying required fire resistance ratings and load bearing capacities.

11. WATER & SEWER APPROVAL

- (1) In addition to the requirements of this section every application for a water & sewer approval shall:
- a) be in a form prescribed by the *Town* engineer;
 - b) be signed by the owner of the property or authorized agent;
 - c) include the name, address, and telephone number of the *person* or company performing the installation;
 - d) be accompanied by the appropriate fee as described in Schedule "A";
 - e) include the name of the qualified *person* supervising the work to be done; and
 - f) include all of the following information unless otherwise specified by the *Town* Engineer.

12. DEVELOPMENT PERMIT

- (1) A *person* seeking a *development permit* shall make application in writing to the *Building Inspector* and such application shall:
- a) be in a form prescribed by the *Building Inspector*;
 - b) be signed by the owner of the property or authorized agent;
 - c) be accompanied by the appropriate fee as described in Schedule "A";
 - d) state the intended use or purpose of the *work*; and
 - e) contain other such information as required by the *Building Inspector* for the purpose of determining compliance with this by-law or other applicable by-laws.
- (2) The following *work* carried out under a *development permit* is exempt from the application of the *Code* and inspections thereof:
- a) accessory buildings under 18 square metres in area;
 - b) temporary storage shelters;
 - c) fences;
 - d) swimming pools;
 - e) *signs*;
 - f) re-roofing if area does not exceed 150 square meters;
 - g) a free-standing deck/patio having less than 600mm from the walking surface to the finished ground.

13. PLANS AND SPECIFICATIONS

- (1) Every applicant shall furnish sufficient plans, specifications, documents and other information to enable the *Building Inspector* to determine whether the proposed construction, demolition or *change of occupancy* conforms to the by-law, the *Code* and any other applicable law.
- (2) The applicant shall ensure that plans submitted to the *Building Inspector* are

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

drawn to scale upon substantial material or in electronic format approved by the *Building Inspector*.

- (3) All plans submitted are to be legible and durable; and indicate the nature and extent of the *work* or proposed occupancy in sufficient detail to establish that the completed *work* will conform to the *Code*.
- (4) Where required by the *Building Inspector*, a completed form entitled "Confirmation of Commitment by Owner" and "Field Review Commitment" by Architect and appropriate Professional Engineers of record for the disciplines required.
- (5) Information as outlined in the Schedule "B"-Documents and Drawings.
- (6) Plans and specifications will include:
 - a) the full exterior and interior dimensions of any proposed *building* or *structure*;
 - b) the proposed use and dimensions or area of each room or floor area in the *building* or *structure*;
 - c) elevation drawings indicating overall height and width of all the faces of the *building* or *structure*;
 - d) a cross section through the proposed *building* or *structure*;
 - e) floor plans for every level in the proposed *building* or *structure*; and
 - f) any other information as required by the *Building Inspector* to determine compliance with this by-law or the *Code*.
- (7) The drawings and specifications for *buildings* or *structures* or any component thereof that fall under Part 3 and/or Part 4 of the National Building Code shall be stamped and sealed by a *professional engineer* or architect skilled in the *work* concerned and licensed to practice in the Province of New Brunswick.
- (8) The *Director* shall determine the number of plans, specifications documents and other information required to be furnished with an application for *permit* having regard for the requirements of any Act, regulation or by-law respecting the examination or circulation of the application.
- (9) The *Director* may refuse to accept an application if any of the above is deemed to be incomplete or insufficient at the time of application.
- (10) On completion of the construction of a *building* the *Director* may require the *person* who is responsible for the construction submit to the *Building Inspector* a set of plans of the *building* or *structure* as constructed.
- (11) When the *Director* has required the production of as constructed drawings in accordance with subsection 13(10), the *person* who is responsible for the construction shall provide them within 60 days of the completion of the *work*.
- (12) All plans and specifications provided to the *Building Inspector* pursuant to this by-law or the *Code* or otherwise required are the property of the *Town* and will be disposed of or retained in accordance with the law.

14. SITE PLANS

- (1) Site plans submitted shall be referenced to a current plan of survey that has been certified by a registered New Brunswick *Land Surveyor* and a copy of such survey shall be filed with the *Town* unless this requirement is waived because the *Director* is able, without having a current plan of survey, to determine whether the proposed *work* conforms to the by-law, the *Code* and any other applicable law.
- (2) The site plan will include all of the required information identified on Schedule "C".

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

15. SURVEYOR REAL PROPERTY REPORT

- (1) A Surveyor's Real Property Report will be required where an application for a *permit* is submitted and the *work* described therein involves new foundation construction or foundation extensions. The building deposit shall not be returned until such report has been received.
- (2) The Surveyor's Real Property Report shall show the distances from the outer walls of the foundation to the property boundary lines, the geodetic elevations at the top of each level of the foundation wall(s), the geodetic elevations at the property corners, mid-point of each property line and at the bottom of any drainage swale and shall be signed by a New Brunswick *Land Surveyor* before being received and considered by the *Building Inspector*.
- (3) Where an appropriate Surveyor's Report exists for a property undergoing a foundation alteration or extension or based on the opinion of the *Director*, the *Building Inspector* may waive the above requirement.

16. AUTHORIZATION OF ALTERNATE SOLUTIONS

- (1) Where an alternative solution is proposed for authorization as prescribed under the *Code*, the owner shall file the following information to the *Building Inspector*:
 - a) an application on a form provided by the *Building Inspector*;
 - b) a description of the proposed material, system or building design for which authorization under the *Code* is requested;
 - c) supporting documentation demonstrating that the proposed material; system or building design will provide the level of performance required by the *Code*; and
 - d) payment of the required fee in accordance with the Schedule "A".

17. PERMIT FEES

- (1) Council shall adopt, and may from time to time amend by resolution, a fee schedule to be appended to the by-law as Schedule "A".
- (2) The *Building Inspector* shall determine the required fees for the *work* proposed in the application and the applicant shall pay the fees calculated in accordance with Schedule "A".
- (3) The required *permit* fee is based on the "total area in m²" of the *work*.

Calculation of *permit* fees shall be calculated based on the formula below:
Permit Fee (rounded to the nearest dollar) = SI X A

Where: **SI**= Service index classification of the *work* proposed and,
 A= Floor area in m² of *work* involved
 (See Schedule "A" for SI rates)

- (4) No *permit* may be issued under this by-law until the fees set out in Schedule "A" have been paid in full to the *Town*.
- (5) Where applicable, a water & sewer inspection fee shall accompany the application for building *permit*.

18. CANCELLATION OF PERMIT

- (1) A *person* to whom a *permit* has been issued may apply in writing to the *Director* for the cancellation of the *permit* only if the *work* for which the *permit* was issued has not commenced.

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

19. REFUNDS

- (1) In the case of the withdrawal or abandonment of an application or the refusal or revocation of a *permit* upon written request by the applicant. Fees, if any that may be refunded, will be in accordance with the table below.

Stage of <i>Permit</i>	Refund
Where only administrative functions have been completed (application received, cost analysis completed and application is entered into the building <i>permit</i> database).	90%
Where only administrative and zoning functions have been completed.	75%
Where administrative, zoning and plans examination functions have been completed.	60%
Where the <i>permit</i> has been issued and field inspections have yet to be performed, subsequent to <i>permit</i> issuance.	50%

- (2) The entire amount of the building deposit fee will be refunded if no *work* has commenced at time of the request in accordance with Section 18. Once the *work* has commenced, the deposit fee will be retained in accordance with subsection 21(2).
- (3) Upon being refunded by the *Town*, the *permit* shall be deemed to be cancelled.

20. TRANSFER OF PERMIT

- (1) Where a property for which a *permit* has been issued changes ownership, no *work* shall be done pursuant to the issued *permit* until such time as the new owner has completed to the satisfaction of the *Building Inspector* an application for building *permit* in the required form.
- (2) A fee shall be payable in accordance with Schedule "A" on a transfer to the new owner.
- (3) Where the new owner has complied with the provisions of this section, they shall be the *permit* holder for the purposes of this by-law and the *Code*.

21. DEPOSIT FEES

- (1) In the case of any new *buildings* and additions constructed, or renovations exceeding twenty thousand dollars (\$20,000), every *person* who applies for a *permit* shall submit to the *Town* a deposit fee equal to one and one half percent (1.5%) of the total estimated cost of the *work* to a maximum deposit of six thousand dollars (\$6000).
- (2) The deposit fee shall be returned to the applicant provided:
- a) where applicable, a Surveyor's Report has been submitted and approved by the *Town*;
 - b) any improper location and elevation of the foundation and drainage swales have been corrected;
 - c) all inspections and *work* has been carried out as required by this by-law in a reasonable time; and
 - d) municipal property or infrastructure has not been damaged.
- (3) If municipal property or infrastructure is damaged, the deposit fee or a portion thereof shall be used to cover the cost of repairs by *Town* forces. If the cost of repairs exceeds the deposit fee, the additional cost shall be a debt owed to the *Town* by the *permit* holder and/or property owner in the form of a lien registered against the property.

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

- (4) Where an applicant has not met with the terms of subsection 21(2) within 2 years of the date of the expiration of the building *permit*, the said deposit fee will be deemed to be forfeited to the *Town*.

22. PERMIT ISSUANCE

- (1) Upon receipt of a complete application as mentioned in Sections 8 to 12 and the determination by the *Building Inspector* that the proposed *work* conforms to this by-law and any other applicable by-law and/or regulation, a building or *development permit* shall be issued.
- (2) A *permit* issued for an R-1 or R-2 development shall have a notice of outstanding inspection placed on the Land Gazette against the property with respect to the Community Planning Act.
- (3) A *permit* issued pursuant to this by-law shall be valid for a period of one year from date of issuance after which time the *permit* shall be null and void, unless extended or renewed by the *Building Inspector*. A building *permit* may be deemed null and void if *work* has not commenced within six (6) months from the date of issuance.
- (4) A *permit* may be revoked by the *Building Inspector* if the *work* is contrary to that described in the *permit* and the *Code*.
- (5) The issuance of a *permit* or the review of the drawings and specifications or inspections made by the *Building Inspector* shall not relieve the *permit* holder or owner from full responsibility for carrying out the *work* in accordance with this by-law and/or other applicable by-laws and regulations.
- (6) The *work* shall not commence until a building *permit* has been issued.

23. RESPONSIBILITY OF PERMIT HOLDER

- (1) Every *permit* holder shall:
- comply with the terms and conditions of the *permit*; and
 - undertake the construction, process or activity in accordance with the Act, applicable *codes* and standards.
- (2) Every *permit* holder shall give to the *Building Inspector* sufficient notice as defined below, exclusive of Saturdays, Sundays and holidays, for inspection purposes:
- 24 hours prior to placement of foundation footings;
 - 24 hours prior to backfilling of foundation;
 - 24 hours prior to interior sheathing of walls and ceilings;
 - 48 hours prior to occupancy; and
 - such other inspections as may be required by the *Building Inspector*.
- (2) The *permit* shall be posted in a conspicuous place on the property for a minimum of 10 days and a copy of the approved drawings and specification shall be kept on the property throughout the duration of the *work*.
- (3) The *permit* holder is responsible for any repair costs associated with *Town* owned property damaged as a result of undertaking the *work* described in the *permit*.
- (4) Where a building *permit* is issued for a *building* or *structure* or a part thereof and is designed to Part 3 and/or Part 4 of the *Code*, the *permit* holder and/or the owner shall provide to the *Building Inspector*, on the prescribed form, written confirmation from the *designer* that, in accordance with the *Code*, the construction was found to be in conformance with the design.

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

- (5) The *permit* holder and/or owner shall not deviate from this by-law or from the conditions of a *permit* or omit *work* that is required by this by-law or the conditions of the *permit*. The *permit* holder and/or owner is responsible to ensure that all *work* meets the requirements of the by-law, notwithstanding that a *permit* has been issued for the *work* and the drawings and specifications have been approved by the *Building Inspector* and inspections have been performed.

24. RESPONSIBILITY OF BUILDING INSPECTOR

- (1) The *Building Inspector* shall administer and enforce this by-law.
- (2) The *Building Inspector* shall keep copies of all applications received, *permits* and orders issued, inspections and tests made and all documents connected with the administration of this by-law.
- (3) The *Building Inspector* may issue in writing, such notices or orders to inform the owner where a contravention of this by-law has been observed. The order may specify the corrective action to be completed within a reasonable time or may order the cessation of the work in accordance with Section 134 of the Community Planning Act.
- (4) The *Building Inspector*, when deemed necessary, may require the testing of materials, devices, systems, construction methods, structural assemblies or foundation conditions, or require sufficient proof of same at no cost to the *Town*, where such evidence or proof is necessary to determine compliance with the requirements of this by-law.
- (5) The *Building Inspector* may answer relevant questions as may be reasonable with respect to the provisions of this by-law, except for standard design aids, but, shall refrain from assisting in the laying out of any *work* and from acting in the capacity of a *designer*.
- (6) The *Building Inspector* shall issue a building *permit* to the owner or agent when to the best of knowledge, the applicable requirements of this by-law and any other applicable by-law/regulations have been met.
- (7) The *Building Inspector* is not required to inspect *work* to which Part 4 or Part 6 of the *Code* applies.
- (8) The *Building Inspector* is authorized, under Section 133 of the Community Planning Act to enter any property or *building* at a reasonable time for inspection purposes necessary to administer or enforce this by-law.

25. REPEAL OF PREVIOUS BY-LAW

- (1) By-Law No. 413 "A Building By-Law", read the third time and enacted on 18 June 2009, and all amendments thereto is hereby repealed.

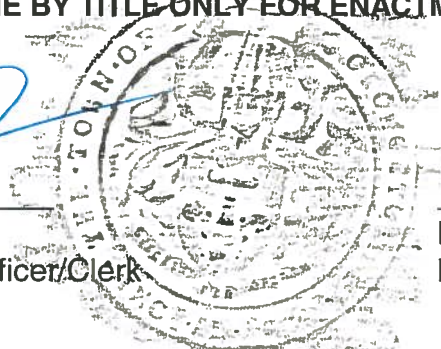
READ FIRST TIME BY TITLE ONLY: 21 February 2019

READ SECOND TIME IN ITS ENTIRETY: 21 February 2019

READ THIRD TIME BY TITLE ONLY FOR ENACTMENT: 18 April 2019



Steven Hart
Chief Administrative Officer/Clerk



Robert E. Powell
Mayor

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

SCHEDULE A

MINIMUM PERMIT FEE

A minimum fee of \$50.00 shall be charged for all work, unless otherwise indicated.

SCHEDULE OF RATES AND FEES

1. Calculation of permit fees shall be calculated based on the formula below:

Permit Fee (rounded to the nearest dollar) = **SI X A**

Where: **SI**= Service index classification of the work proposed and,
A= Floor area in m² of work involved

2. In all cases, more than one fee category may apply unless noted otherwise.

CLASS: BUILDING PERMIT BUILDING CLASSIFICATION	Service Index (SI)	
	Permit Fee (\$/m ²)	Flat Fee
<u>Development Permits:</u> Sign - Fascia Sign - Free-Standing Sign - Pylon Accessory structure not exceeding 18m ² Accessory structure over 18m ² not exceeding 55m ² Fence under 30 linear metres Fence over 30 linear metres Swimming pool Temporary storage shelter Free standing deck having less than 600mm from walking surface to grade Re-roof under 150m ²		\$ 50.00 \$ 75.00 \$ 250.00 \$ 25.00 \$ 50.00 \$ 25.00 \$ 75.00 \$ 75.00 \$ 25.00 \$ 50.00 \$ 50.00
<u>Group A- Assembly:</u> All recreation facilities, schools, place of worship, restaurants, arenas. (includes additions) Outdoor public swimming pools/splash pads. All other Group A occupancies of a similar nature. Alteration/renovation/repair. Façade renovation- (building < 600m ²)-not including signage. Façade renovation- (building > 600m ²)-not including signage. Demising wall/ceiling-per continuous separation.	\$17.20 \$ 6.46 \$15.70 \$ 8.60	\$ 200.00 \$ 400.00 \$ 150.00
<u>Group B- Institutional:</u> Institutional, residential care facility, hospital and occupancies of a similar nature. (Includes additions) Alteration/renovation/repair. Façade renovation- (building < 600m ²)-not including signage. Façade renovation- (building > 600m ²)-not including signage. Demising wall/ceiling-per continuous separation.	\$ 18.20 \$ 15.12	\$ 200.00 \$ 400.00 \$ 150.00
<u>Group C- Residential-low density:</u> Single, semi, duplex, triplex, row house and multiple dwelling including attached garage, carport or deck. (Includes additions) <u>Other</u> ▪ Alteration/renovation/repair-including new foundation/secondary suite. ▪ Attached garage for single family dwelling. ▪ Detached garage. (exceeding 55m ²) ▪ SFD-finished basement or basement repair. ▪ Demising wall/ceiling-per continuous separation. ▪ Carport, porch, pre-fab sunroom. ▪ Deck over 600mm from walking surface to grade (under 21m ²) ▪ Deck over 600mm from walking surface to grade (over 21m ²) ▪ Insulation upgrade (Interior or exterior)	\$ 16.90* \$ 5.38 \$ 4.30 \$ 4.30	\$ 150.00 \$ 150.00 \$ 110.00 \$ 75.00 \$ 100.00 \$ 75.00
<u>Group C- Residential-medium-high density:</u> Apartment building-up to 3 storey. Apartment building-over 3 storey. Hotel - over 2 storey. Motel - up to 2 storey. Alteration/renovation/repair Demising wall/ceiling-per continuous separation	\$ 7.40* \$ 8.20* \$ 9.25 \$ 9.25 \$ 5.38	\$ 150.00

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

Group D- Business and Personal Services:		
Office, medical, financial institution and occupancies of a similar nature.		
Business/personal services-shell/additions	\$ 8.58	
Business/personal services-finished	\$ 15.50	
Alteration/renovation/repair/fit-up.	\$ 7.90	
Façade renovation- (building < 600m ²)-not including signage		\$ 200.00
Façade renovation- (building > 600m ²)-not including signage		\$ 400.00
Demising wall/ceiling-per continuous separation		\$ 150.00
Group E- Mercantile:		
Store, supermarket, department store and occupancies of a similar nature.		
Mercantile-shell/additions	\$ 9.30	
Mercantile-finished	\$ 16.90*	
Alteration/renovation/repair/fit-up.	\$ 8.60	
Façade renovation- (building < 600m ²)-not including signage		\$ 200.00
Façade renovation- (building > 600m ²)-not including signage		\$ 400.00
Demising wall/ceiling-per continuous separation		\$ 150.00
Group F- Industrial:		
Industrial buildings, warehouses – shell/additions	\$ 8.50	
Industrial buildings, warehouses - finished	\$ 13.20	
Repair garage, gas station, car wash	\$ 10.90	
Alteration/renovation/repair.	\$ 5.50	
Façade renovation- (building < 600m ²)-not including signage		\$ 200.00
Façade renovation- (building > 600m ²)-not including signage		\$ 400.00
Demising wall/ceiling-per continuous separation		\$ 150.00
Tents/Portables		
Tents < 225m ²		\$ 100.00
Tents > 225m ²		\$ 200.00
School portables (per unit)		\$ 125.00
Designated Structures		
Communications tower		\$1500.00
Solar collectors- per support		\$250.00
Wind turbine supports- per support		\$750.00
Demolition		
All buildings < 600m ²		\$ 80.00
All buildings > 600m ²		\$ 200.00
Miscellaneous Permits:		
▪ Fire alarm system, emergency lighting, sprinkler system		\$ 150.00
▪ Each balcony guard repair or balcony repair		\$ 100.00
Other Permits:		
Change of occupancy permit (no construction proposed)		\$ 50.00
Non-residential accessory structures	\$ 4.30	
Minor interior alterations for ICI, not entire foot print		\$ 150.00
Ramps under 600mm from walking surface to grade		\$ 50.00
Ramps over 600mm from walking surface to grade		\$ 75.00
Exterior doors and windows		\$ 60.00
Pre-cast concrete stairs		\$ 50.00
Deck repair		\$ 50.00
Re-roof over 150m ²		\$ 250.00

OTHER FEES	FEES
Water & sewer inspection	\$150.00
Building compliance letter	\$125.00
To review revised drawings	25% of the original buildings permit fee or \$110.00, whichever is greater.
To transfer ownership of a permit	\$100.00
Additional fee when permit divided into two parts	\$150.00
Alternative solutions	\$400 per application (up to 4 hours of staff time with an additional \$100/hr for every hour over 4 hours)

MISCELLANEOUS - CHARGES

For classes of permits not described or included in this schedule, a reasonable permit fee shall be determined by the *Director*.

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

EXPLANATORY NOTES

The following explanatory notes are to be observed in the calculation of permit fees:

1. The Building Classification above shall be the classification for the use as determined by the *Code* and Appendix A of the *Code*.
2. The permit fee is calculated on the basis of "gross floor area" in square meters, defined as; the building area dimensions measured from the outer face of exterior walls and includes non-conditioned spaces such as attached garages and covered decks or porches.
3. There are no deductions from the gross floor area for openings such as stairs, elevators, shafts, etc.
4. "Gross Floor Area" means the sum of the areas of each storey of a building above or below established grade.
5. In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work.
6. A fee phasing discount (FPD) shall be applied to all SI calculated fees marked with an asterisk (*). This discount rate will be evaluated annually by the Director and the CAO until it is deemed unnecessary.

The FPD does not apply to all other building classifications or to flat fees identified under Schedule "A".

The current FPD is 30%.

BUILDING BY-LAW No. 513

A BUILDING BY-LAW

SCHEDULE "B"

The following information is required to be submitted in accordance with this by-law.

<p><u>Development Permits:</u></p> <p>Fence Sign Temporary storage shelter Swimming pool Accessory buildings under 18 square meters Re-roof under 150 square meters Free standing deck less than 600mm from the finished ground</p>	<p><u>Documents and Drawings Required:</u></p> <p>Completed and signed building/development permit application Site plan (see schedule C) Sign specification/construction drawings Construction details of accessory buildings, decks Description of scope of work for a roof</p>
<p><u>Building Permits:</u> Residential</p> <p>Any new construction or additions/ Alterations for: Single family dwelling Duplex Row house/town house –less than 4 units Accessory buildings over 18 square meters Re-roof over 150 square meters Attached deck Free standing deck over 600mm from the finished ground</p>	<p><u>Documents and Drawings Required:</u></p> <p>Completed and signed building/development permit application Completed water/sewer application Completed and signed energy efficiency form Site plan (see schedule C) Architectural drawings Floor and truss manufacturer details Structural drawings (if applicable) Window specifications from supplier/manufacturer Construction of accessory buildings, decks Description of scope of work for a roof</p>
<p><u>Commercial/Institutional/Industrial/Multi-Unit Residential/Assembly</u></p> <p>Any new construction, Additions/alterations/repairs or change of occupancy for: Multi-unit residential – 4 units and more Retail shops/stores Churches/schools Restaurants Warehouse/storage Offices</p>	<p><u>Documents and Drawings Required:</u></p> <p>Completed and signed application for an industrial/commercial/institutional permit Completed water/sewer application Signed confirmation of commitment by owner (A-1) Site plan (see schedule C) Architectural drawings Structural drawings Mechanical drawings Electrical drawings (if applicable) Fire protection drawings (if applicable)</p>

BUILDING BY-LAW NO. 513

A BUILDING BY-LAW

SCHEDULE "C"

Site Plan Information

The following information is required to be identified on a site plan in accordance with this by-law.

SITE PLANS TO INCLUDE:

- 1) Property lines with dimensions showing area of lot, lot number, and civic address.
- 2) Location of all easements and right-of-ways and their purpose.
- 3) Location of all existing and proposed buildings and structures on the lands on which the work is to be performed showing the distance from each lot line to all buildings or structures.
- 4) Proposed grade of sanitary and storm sewer service piping clearly labeled on the plan (minimum 1% grade required).
- 5) Proposed elevation of top of foundation wall and bottom of foundation footing.
- 6) Proposed invert elevation of sanitary and storm sewer services at mains (or at property line if lot is stubbed).
- 7) Proposed invert elevation of sanitary and storm sewer services at foundation wall.
- 8) Proposed elevation of garage floor (if applicable).
- 9) Lot grading plan, including proposed elevation of lot corners, centre of side lot, and proposed finished grades including drainage swales, slopes etc.
- 10) Proposed driveway location, width, and grade from garage to property line.
- 11) Verandas, steps and any permanent or sub-surface *structure* within the servicing area (e.g. sonotubes or helical piles).
- 12) If applicable, any building overhang that exceeds the provisions of the zoning by-law or other applicable law.
- 13) Any existing underground services within area to be serviced (i.e. water, sanitary, storm, natural gas, electric, telecommunications).
- 14) Proposed drainage ditch or swale, with % slope shown.
- 15) In respect of any lands abutting the lands on which work is to be performed, any information required by the building inspector.
- 16) All natural features on the lands on which work is to be performed including but not restricted to marshes wetlands and watercourses.